

**ATTACHMENT 4**  
**DGS TASK ORDER SURVEILLANCE PLAN**

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To be completed by the Task Monitor (TM) as a minimum monthly and at the completion of the task order to evaluate the contractor's performance. These evaluations will be used to complete the information contained in the appropriate Past Performance Tool quarterly or semi annually. Completed evaluations are to be forwarded to the Contracting Officer at task order close-out or upon request.

**Instructions for Completing the Contractor Evaluation Forms**

Below is the evaluation forms scoring to make them easily understood by providing numerical ratings based on a 100 point system. The following is a comparison of numerical scores to the corresponding adjectival ratings:

90 - 100 = Excellent  
80 - 89 = Good  
70 - 79 = Acceptable  
60 - 69 = Marginal  
59 and below = Poor

The numerical score should be entered in the blank spaces to the right of each rating factor of the evaluation form. Space is provided below for comments. Comments ARE REQUIRED if ratings are in the excellent, poor, or marginal areas. Poor or Marginal areas have to have backup where you have notified the Contracting Officer of the problem, and it was forwarded to the Contractor for resolution.

1. Contract Number	2. TO Number	3. TO Title
4. TO Award Date	5. TO Completion Date	6. Total NTE Cost
8.a. Prime Contractor	8.b. Principal Subcontractor(s) (list all that worked on the TO) (If additional room is needed, use block 14)	
9. TO Evaluation		

TECHNICAL PERFORMANCE						
Factors/Ratings	Excellent	Good	Acceptable	Marginal	Poor	N/A
a. Completion of major tasks/milestones/deliverables on schedule						
b. Responsiveness to changes in technical direction						
c. Ability to identify risk factors and alternatives for alleviating risk						
d. Ability to identify risk and solve problems expeditiously						
e. Ability to employ standard tools/methods (e.g., standards, commercial products, information engineering tools)						

MANAGEMENT PERFORMANCE						
Factors/Ratings	Excellent	Good	Acceptable	Marginal	Poor	N/A
f. Overall communication with the Government						
g. Effectiveness and reliability of contractor's key personnel						
h. Ability to recruit and maintain qualified personnel						

## DGS TO GUIDELINES ATTACHMENT 4

<b>MANAGEMENT PERFORMANCE (CONTINUED)</b>						
<b>Factors/Ratings</b>	<b>Excellent</b>	<b>Good</b>	<b>Acceptable</b>	<b>Marginal</b>	<b>Poor</b>	<b>N/A</b>
i. Ability to manage multiple and diverse projects/tasks from planning through execution						
j. Ability to effectively manage subcontractors						
k. Ability to meet goals for use of Small, Small Disadvantaged and Woman-Owned Small Business subcontractors						
l. Ability to accurately estimate and control cost to complete tasks (include providing burn rates)						
m. Overall performance in planning, scheduling and monitoring						
n. Use of management tools (e.g. cost/schedule, task management tools)						

CUSTOMER SATISFACTION						
Factors/Ratings	Excellent	Good	Acceptable	Marginal	Poor	N/A
o. How would you rate the contractor's overall technical performance on this order?						
p. How would you rate the contractor's overall management performance on this order?						
q. How would you rate the contractor's ability to be cooperative, business-like and concerned with the interests of the customer?						

Comments: \_\_\_\_\_

[illegible]

## DGS TO GUIDELINES ATTACHMENT 4

10. List the Major Technical Deliverables delivered during this TO:

Title	Description	Date Due	Date Received	Date Deliverable Evaluation Submitted
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11. TM Name

## 12. TM Signature

13. Date \_\_\_\_\_

[illegible]

15. Contractor's Name

16. Contractor Signature

17. Date